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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 1 July 1958

FROM : Chief, Clerical Training

SUBJECT: Report No. 25, Week of 24 - 30 June 1958.

1. Completion of Study by A&E in order to help Clerical Induction Training Determine the Potential of Individuals in Shorthand and Typewriting. Earlier in the year, Clerical Induction Training asked A&E for assistance in determining the "untrainables" in shorthand and typewriting. The study conducted by the Research Branch of A&E was summarized in a memorandum of 9 May 1958. At this time CIT is revising its record-keeping system to show the weekly level of skill development on each individual in order to determine the cut-off point for each person's training. Adherence to the proposed minimum improvement scores will help determine the number of trainees registered in class each week. This new procedure should enable CIT to concentrate on training those clericals who have potential.

2. Numbers in Clerical Induction Training. During the week of 23 June there were 32 people in Clerical Induction Training. Of those, 19 entered for the first time.

3. Numbers in Clerical Orientation Training. During the week of 23 June the Clerical Orientation program was not held. The Office of Personnel indicated that there were not enough trainees ready for assignment to warrant holding the Orientation classes.

4. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 23 June were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	7	1
Typewriting	10	3

5. Results of Applicant Testing Administered by Clerical Induction. The results of the tests administered to the applicants during the week of 23 June were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	4	1
Typewriting	7	2

After  
next week  
the walls  
will bulge.

Also - on the minus side - some squawks from those dropped from class.  
Ch.

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PERSONNEL NOTES:

1. Instructor on Leave. [ ] Chief,  
Clerical Refresher Training, is on annual leave.

25X

2. [ ] Joins Clerical Training Staff.  
[ ] joined the Clerical Training Staff as a summer  
employee on 19 June 1958. She will assist the three sections of  
Clerical Training during her employment.

25X1  
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